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AMERICAN SENTINEL
COLLEGE OF NURSING
& HEALTH SCIENCES

2023
Student
Handbook

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Welcome from our Director of Student Engagement

Welcome to American Sentinel College of Nursing & Health Sciences at Post University®!

Congratulations on taking the first step toward your degree. We are honored that you have given us the opportunity to support you on this journey, and we promise to fulfill our mission of providing you with an unrivaled student experience.

We hope you feel excited to be a part of an outstanding community of learners and healthcare professionals. We hope you are looking forward to using your new knowledge to enhance your civic and professional lives. We hope you know that we are committed to ensuring that you never feel alone here, even though you are in an online environment. Finally, we hope that you are dedicated to your own success. We certainly are.

Your drive allows us to transform healthcare through education. We are proud of our graduates and the impact they are making, and we know that it will just be a matter of time before we are welcoming you to our alumni association. This student handbook will help you get there.

Our Student Handbook is comprised of links to policies, resources, and information that will serve you from now until your graduation. Of course, we encourage you to reach out to your Student Success Advisor if you have any unanswered questions.

Many things distinguish American Sentinel from other colleges: our level of care, our innovation, our empowering curriculum, and, most importantly, our students.
We are thrilled to have you here, and we wish you tremendous success throughout this challenging but incredibly worthwhile pursuit.

Thank you for joining us!

Devon Putnam

Director, Student
Engagement American
Sentinel College of Nursing
and Health Sciences at Post
University

Introduction

University and College Statements

Post University's Mission Statement

At Post University, we believe that personalized guidance, unwavering motivation, robust support, and a student-centered education are the catalysts that allow students to achieve their individual academic and career goals. We shape workforce ready, socially responsible leaders through learning experiences, offered in and out of the classroom, designed to promote the exchange of knowledge, expand thinking, and refine practical and professional skills.

American Sentinel College's Mission Statement

American Sentinel College's mission is to provide high quality, innovative degree and certificate programs that enable students to enhance their professional and civic lives.

Vision Statement

The College has also adopted specific statements explaining its vision for how it wishes to be recognized, identifying four goals:

- Providing accessible, quality, advanced education for the motivated learner/professional who seeks success in their chosen fields and communities
- Innovative use of technology that creates new standards in outcomes and achievement of academic excellence
- Understanding of and meeting the changing needs of our students, communities and other constituents
- Creating excellence in student and constituent service

Statement of Values

Continued Improvements in Quality Outcomes
- We place value creation for the learner at the center of all that we do
- We embrace the changes necessary to continually improve standards and processes so that they inspire "best in class" educational content and learning assessments.

Community of Scholars
- We keep our students, faculty, staff, communities and other constituents engaged in a free exchange of ideas by creating an environment of trust and mutual respect.
- We identify the educational needs of our students and work diligently to meet or exceed them.

Connected and Inclusive
- We act with integrity, behave ethically and transparently.
- We value and embrace diversity.
- We maintain a workplace that is characterized by safety, openness, creativity, challenge and innovation.

Student Manifesto

American Sentinel has also established general goals for its operational groups that support the institutional mission in its "Student Manifesto," which pledges to:
- Offer high-quality educational programs
- Provide a response to student requests within 24 hours
- Create a variety of innovative courses and programs that equip students with the latest and most desired knowledge in the marketplace
- Employ the most innovative educational technologies
- Provide world-class student services and support
- Operate in a fiscally responsible manner to ensure students receive the best value in tuition
- Provide students annual reports on our progress toward meeting our goals.

Conduct-Focused Policies and Procedures

Student Code of Conduct
The Code of Student Conduct can be found within our [Academic Catalog](#) in the Student Life section.

Policy Regarding Internet Usage and Social Media Guidelines

The policy regarding Internet usage can be found within our [Academic Catalog](#) in the Student Life section.

Policy Regarding Academic Integrity and Plagiarism

The academic integrity and plagiarism policy can be found within our [Academic Catalog](#) in the Academic Policies and Procedures section.

Student FERPA Rights
All student education records are protected by the Family Education Rights and Privacy Act of 1974 (FERPA). Read about FERPA in our [Academic Catalog](#) in the Registrar section.

College Title IX
Please find Title IX information in the [Academic Catalog](#) in the Student Life section.

Academic Policies and Procedures

Registration

Schedule of Course Offerings

Academic administrative personnel, with approval from the deans, are responsible for developing schedules of course offerings each term and working with faculty leadership to ensure classes are available to all necessary parties. Not all courses may be offered every term. Last-minute changes to schedules are avoided whenever possible but may be necessary to accommodate staffing and class size. The dean or designee is responsible for making the final decision to add, cancel, combine or split courses based on enrollment, academic effectiveness and other factors. Students will be given prompt notification of schedule changes.

How to Register for a Course:

1. You can start the registration process on the Student Site: https://my.americansentinel.edu/
2. Log in and click on "Register Today"

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Registration: Select Term

Action	Term Begins/Ends	Term Length	Registration Begins/Ends
Register for this term	2023 Mar 03/20/2023 - 05/14/2023	8 Weeks	06/07/2022 - 03/25/2023
Register for this term	2023 Apr 04/17/2023 - 06/11/2023	8 Weeks	07/01/2022 - 03/31/2023
Register for this term	2023 May 05/15/2023 - 07/09/2023	8 Weeks	08/01/2022 - 04/30/2023
Register for this term	2023 Jun 06/19/2023 - 08/13/2023	8 Weeks	09/01/2022 - 05/31/2023
Register for this term	2023 Jul 07/17/2023 - 09/10/2023	8 Weeks	10/01/2022 - 06/30/2023
Register for this term	2023 Aug 08/21/2023 - 10/15/2023	8 Weeks	11/01/2022 - 07/31/2023
Register for this term	2023 Sep 09/18/2023 - 11/12/2023	8 Weeks	12/01/2022 - 08/31/2023
Register for this term	2023 Oct 10/16/2023 - 12/10/2023	8 Weeks	01/01/2023 - 09/30/2023
Register for this term	2023 Nov 11/20/2023 - 01/14/2024	8 Weeks	02/01/2023 - 10/31/2023
Register for this term	2023 Dec 12/18/2023 - 02/11/2024	8 Weeks	03/01/2023 - 11/30/2023

3. Click on the term for which you need to register
4. Find the course you would like to take listed in the table and click on that course.
5. Review the course information and click "I'm done, finish to payment" OR "select additional courses" if you need to register for more than one course.
6. You will be prompted to update your contact information. If needed, do so

when you register or on the student site.

7. You will then be prompted to select your payment method.
   a. "With a credit card" – select this option if you plan to pay out of pocket. By selecting this option, you will be rerouted to a payment page where you can pay for your course.
   b. "By sending in a check" – select this option if you plan to send a check to the school. Check the contacts page in this document for the address.
   c. "Use American Sentinel Financing" – select this option if you would like to set up a payment plan through the college. *If you choose this option, you should register for more than one course.* You will need to contact asc-registration@post.edu to set up the payment plan.
   d. "Via Employer Reimbursement" – select this option if you plan to use employer reimbursement to pay for your course. Students using this option should contact asc-registration@post.edu about sending in a promissory note.
   e. "Provide a Military TA reimbursement form" – select this option if you are a military student using TA benefits.

You should always double check and make sure that your registration request was processed by navigating Student Site (https://my.americansentinel.edu) and seeing if your courses are listed under "My Courses."

Late Registration

Students who fail to register during the scheduled registration period may register for a course from the day after registration closes until the first Friday after the term has started. Late registration does not change the refund policy; the refund policy begins with the first day of the course, not the day a student registers. Late registration does not extend the length of the course nor the course end date.

Dropping Courses
Students who wish to drop a course must notify their Student Success Advisor. American Sentinel will process a refund for course and/or period dropped according to the guidelines found on our website: https://post.edu/financial-aid/tuition-fees/refunds/

Term-based Programs

Prior to the start of course through week 1 Add/Drop: Students may add or drop a course during the first week of the term or semester. Courses dropped in the first week will not appear on the students' transcript.

Weeks 2-6 drops: Students may drop a course between week two and the last day of week six. Courses dropped during this period will appear on the student's transcript with the letter W. W grades are not included in the student's GPA calculation.

After week 6: Students may not drop a course after week 6 of the course.

*SIM*Path Programs

Prior to the start of the 16-week period through week 1 drop: Students may drop a course during the first week of the 16-week period for no additional fee. The dropped course will not appear on the student's official transcript.
Weeks 2-12 drops: Students may drop a 16-week period between week two and the last day of week 12. If students complete one or more courses during weeks 2-12, they will be awarded the letter grade for the completed courses; however, they will not be eligible for a refund for any dropped course(s) in that semester. Courses dropped during weeks 2-12 will appear on the student's transcripts with the letter W. W grades are not in the student's GPA calculation.

After week 12: Students may not drop a course after week 12 of the 16-week period.

Course Policies

Attendance and Participation

The academic participation policy is located in the academic catalog:

Students within the American Sentinel College of Nursing and Health Science should follow the participation policy and guidelines as found in the American Sentinel College of Nursing Participation policy below.

American Sentinel School of Nursing & Health Sciences Participation Policy

The academic week begins on Monday at 8:00a.m. Eastern Time and ends on the following Monday at 7:59a.m. Eastern Time. Course-based students must post at least one time in week one to be considered as an active student in the course. Students in competency based/project-based programs must actively participate in the weekly sessions with the faculty member to be considered active. Failure to post in week one of the course or week one session of the 16-week period classifies a student as a non-start. Students classified as non-starts who are receiving federal financial aid are automatically dropped from the course/16-week period. Students who add a course or 16-week period on the last day of the week 1 may extend the participation requirement for all programs through the following Tuesday at 7:59 a.m. Eastern Time.

American Sentinel College of Nursing and Health Sciences at Post University takes attendance at the start of each term/semester/16-week period during the second week. To be counted in attendance for census purposes, a course-based student must post to the online classroom at least once in the first week and a competency-based student must meet the week one participation requirement. For students receiving financial aid, failure to post in or participate in week one will result in being automatically dropped from the course.

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The Nurse Practitioner specializations include certain synchronous activities within the program that require students to be in attendance and actively engaged during specific windows or timeframes in certain courses. Attendance to synchronous activities is mandatory and outlined specifically in each course syllabi. This may include, but is not limited to, exams/quizzes, virtual presentations, group work, case studies, and the final graduation meeting. Failure to attend mandatory activities may result in course failure or removal from the program.

Course Access

Student course access is generally granted Friday evening prior to the course start date for all students registered prior to 7pm ET that day. Students registering after 7pm ET on the Friday prior to the course start date will be granted course access within one business day.

Beginning January 2017, all courses will be archived one year after the course close date. Students will not have access to the archived courses, or the work completed within the archived courses. It is essential that students save all course work to at least one backup location prior to the course archive date.

Upon withdrawal from the College, access to the online classroom site will cease. This includes courses, submitted work, discussion posts, messages, and all other items accessed at learn.americansentinel.edu.

Upon graduation from the College, access to the online classroom and all resources will cease.

Course Extensions

Information surrounding eligibility for course extensions can be found in the Academic Catalog in the Academic Policies and Procedures section.

The process of requesting a course extension is as follows:
- Visit the "Grades" link at the top toolbar in Moodle (learn.americansentinel.edu)
- Find the course for which you need an extension and select the link that states "I need more time to finish my course."
- Follow the steps listed for a course extension.
- The course extension fee is $150.
- You will not be able to request a course extension unless you have completed at least 50% of your course work.
- You will have 2 weeks after the end date of the course to finish your assignments. Notify your professor as soon as you submit the extension request.

Discussion must occur during the week assigned and may not be made up during an extension. *SIM*Path courses and Practicum Workrooms are not eligible for course

extensions.

Grading

Course grades are based on evaluations of students' mastery of course outcomes. The grading policy for each course is published in the course syllabus. A student is responsible for all work assigned during the course and must discuss any issues with completing the required course work with the professor. More information regarding the University's Course Grading Policy can be found within our Academic Catalog in the Academic Policies and Procedures section.

Grade Point Average

Information regarding a student's grade point average (GPA) computation can be found within our Academic Catalog in the Academic Policies and Procedures section.

Student Grade Appeals

The grade appeal process and form to facilitate this process can be found in the Academic Catalog in the Academic Policies and Procedures section.

Academic Forgiveness

American Sentinel College offers the opportunity for students who either need to or choose to repeat a course to do so. When a course is repeated, the grade considered for the credit and GPA calculations will be the higher of the grades earned. Each attempt will be used in evaluating the course completion ratio. All attempts will appear on the student's official transcript. Students are responsible to pay applicable tuition and fees associated with any repeated classes.

The following describes the academic forgiveness policy by degree:
- **Doctoral Programs**: One grade retake is allowed that is not factored into the student's GPA.
- **Master's Programs**: Two grade retakes are allowed that are not factored into the student's GPA. Please note that this does not apply to the Nurse Practitioner specializations.
- **Undergraduate Programs**: Three grade retakes are allowed that are not factored into the student's GPA.

This information can also be found in the Academic Catalog in the Academic Policies and Procedures section under "Repeating a Course."

Proctored Examinations

The proctoring policy can be found within the [Academic Catalog](#) in the Academic Policies and Procedures section.

Satisfactory Academic Progress

American Sentinel College utilizes a Satisfactory Academic Progress (SAP) process. Find the American Sentinel College SAP process within the [Academic Catalog](#) in the Academic Policies and Procedures section.

Faculty-Student Communication

The Moodle learning management system and email are the official mediums for students and faculty to communicate. Students are strongly advised to check both the course homepage and their email daily for any notifications related to the course. Best practices include using the post.edu email address for all academic communications. There is also the capability for synchronous chat to allow the student and faculty to communicate directly. An appointment can be made for chat sessions. Contact your instructor using the information provided in the 'Meet your Instructor' resource in the course header. Instructors will return email correspondence within 24 hours during the week. Assignments will be returned with feedback within 96 hours after the due date.

Student Resources

Essential Websites
American Sentinel College has three main websites for prospective and continuing students. These websites are used in coordination with each other to provide students with the resource necessary to be successful in their degree. The three websites are:

Student Site: The student site found at https://my.americansentinel.edu is our administrative website where administrative tasks can be performed. These functions include, but are not limited to:
- Course registrations
- Transcript requests
- Student account balance/invoice requests
- Update Contact Information

Public Website: The public website is located at https://www.post.edu. This website serves as an information center for prospective students but also provides information on the following:
- Program tuition and fees
- University contact information
- Accreditation information
- University Catalog

Classroom: The classroom, hosted by Moodle, is located at https://learn.americansentinel.edu. This is where all coursework will be completed and uploaded.

Post Student Services: https://post.edu/student-services/

Accommodations for Students with Disabilities
Information regarding Title IX and our disability services can be found on our public website: https://post.edu/student-services/disability-services/

Academic Resources

Virtual Library

American Sentinel College provides library and information resources and services seven days a week for students and faculty. Resources meet or exceed the standards required by regulatory and accrediting bodies, including state professional licensing boards. The library gateway page is the central access

point for all library resources and services. Resources are organized by program and alphabetically with both licensed commercial resources and appropriate open-source sites. Reference assistance is by email using short videos, live chat, research guides and other library instructional tools. Information about how to use the library is included in the student orientation, and the library can be accessed from the online classroom.

The Writing Center

The Writing Center has been tailored to help students with the writing and research required in their programs. The resources provided here are intended to be used as a tool to improve writing and guide the APA process; students can access the writing center from the student site or from their online classroom.

Program-specific Student Centers

American Sentinel offers program specific student centers that act as central hubs for important tutorials and resources related to students in each program. Students can navigate the the student centers from their online classroom. Pages/tutorials in the student center include:

- Archived webinars on topics such as PowerPoint, time management, turnitin.com, etc.
- Student lounges where students can connect with each other.
- Practice Experience/CastleBranch tutorials and videos

Program-specific Orientations

After initial enrollment, students are placed in a program specific orientation. Each orientation goes over course and website navigation, important program-specific policies, tutorials and resources, and other information to help the student become acquainted with the program before starting their first course.

e-Portfolio

The ePortfolio is a summary of each student's learning activities for the course and program. Selected materials from each course are used to compile the final ePortfolio. These assignments demonstrate mastery of specific program learning outcomes and must be uploaded in both the assignment section of this course and the final ePortfolio. Minimally, a project that depicts your achievement of the course outcomes should be included.

This course project is uploaded to the ePortfolio as a summary of the student's learning activities for the course.

Practice Experiences

The accreditors for the Nursing Programs at American Sentinel, the Commission on Collegiate Nursing Education (CCNE) and the Accrediting Commission for Education in Nursing (ACEN), require that RN to BSN, RN to BSN/MSN, MSN and DNP programs include "practice experiences" in the curricula to enable students to achieve the required educational competencies. These "practice experiences" have specific objectives, expected outcomes and competencies. Students who complete these experiences are evaluated by the faculty of record for the College.

These practice experience requirements include but are not limited to the following:
- Interviews with members of management
- Simulation experiences (provided by the college)
- Additional research on a specific topic
- Shadowing experiences
- Viewing nursing presentations
- Nursing conferences

Courses with the postscript "PE" will include these practice experience requirements. Each course will have its own set of PE requirements that must be completed in order to pass the course. The experiences are graded on a pass/fail basis. Specific course PE requirements can be found in the individual program Quick Start Guides found on the Required PE Documents page in Moodle.

There are three main steps to completing your practice experience hours in a course.

1. Complete the "Request for Practice Experience" form in week one of the course. This form is a tentative plan for the activities you will accomplish throughout the term or semester. Students will use the Quick Start Guides to set up those hours.

2. Complete the hours throughout the course.
3. Submit the "PE Record and Journal" form in week eight of the term. This is a record of the hours that were completed during the term. It includes 2-3 paragraphs describing one experience you had with the practice experience hours.

Clinical Practice Experiences- NP only

MSN-NP specializations students will be required to complete clinical practice experience hours as part of their educational program. These hours will be documented in the experiential learning management system- Typhon. Early submission of required clinical documents is strongly encouraged due to the length of time for review. Specific clinical practice experience guides can be found on the Required NP Documents page in Moodle. Students will be required to submit the following documents to participate in

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an approved clinical practice experience:

1. Preceptor Request/ Approval Letter
    a. Preceptor CV
    b. Preceptor's copy of license
2. Affiliation Agreement
3. Castlebranch Compliance Summary Report
4. NP Clinical Schedule

Question regarding clinical practice experiences can be sent to asc-clinicalcoordinator@post.edu

CastleBranch

All Master of Nursing and Doctor of Nursing students will be required to complete a CastleBranch account upon enrollment with the college. Students should start setting up this account as soon as they are enrolled, and the account will be maintained throughout the degree.

CastleBranch provides a secure document tracking and repository service that collects, tracks and monitors your required documentation for the practice experiences you do during your nursing program at American Sentinel. This is a "one-stop" site for you to upload all of your required documents for practice experiences. CastleBranch monitors your posting of the required documents and contacts you (and American Sentinel) automatically if you need to update a document.

For NP only: Students will not be able to attend their clinical site or start clinical hours until you upload a Compliant Summary Report into Typhon and receive official clinical approval from Clinical Coordinator.

Getting Started

To get started do the following:
- Navigate to http://americansentinel.CastleBranch.com/
- Click on "Place Order"
- Click on the correct degree program
- Find the correct state of residence
- Click on "This is my first time placing an order with CastleBranch"
- Fill out the personal information required to complete the background check.

Uploading the Requirements

To upload documents for your requirements, do the following:
- Login to your CastleBranch account at https://mycb.CastleBranch.com/.
- Click on the "+" icon next to the requirement that needs to be uploaded.
- Upload the document needed for the requirement and submit.

- CastleBranch customer service will review all upload in 2-3 business days.

All requirements should be marked "complete" in order for the account to be considered compliant.

[Downloading the CastleBranch Summary Report](#)

All MSN and DNP students will need to download their CastleBranch summary report for week one of each course involving practice experience hours.

Here are the steps to downloading the CastleBranch summary report:
- Login to your CastleBranch account at https://mycb.CastleBranch.com/.
- Click on "Document Center"
- Click on "My Documents"
- Find the file title "Results_90…"
- Download this file and save it to your computer for upload to the classroom.

Preceptors

Master of Nursing and Doctor of Nursing students will require the use of a preceptor in some of their courses. Preceptor requirements include:

- Must have a minimum of a degree the same or higher than the student's degree program.
- If the student is in the DNP program, the preceptor must have a doctoral degree.
- Must be currently licensed to practice as a registered nurse in the state where the preceptor practices nursing.
- May not be someone in a direct reporting relationship with the student at his/her place of employment or someone who is related to the student.
- May not hold student status in the same degree program or in the same graduate certificate program.
- **For NP only**: Preceptors must have a minimum of 1 yr clinical experience.

NOTE: If a student is unable to find a preceptor that meets these requirements you may petition for an alternate preceptor. You must submit the CV or resume of your proposed alternate preceptor along with the "Exception to Preceptor Requirements" form to asc-practicum@post.edu. Alternate Preceptors may be approved by the Associate Dean or Dean of Nursing Programs. If this form is approved, you will need to submit it with your preceptor documentation in each practice experience course.

Obtaining Preceptor Approval

Preceptors must be approved by the practicum coordinator before starting a course that requires precepted practice experience hours. Students may obtain preceptor approval by following the steps below:

- Students will fill out the first page of the "Preceptor Request form" and click submit.
- Student preceptor will receive an email with a link to fill out the second page of the form. This will include a section to upload his/her nursing license and resume/CV.
- Once both sections are submitted by student and preceptor, the practicum coordinator will review the form for approval.
- Once approved, the student will receive an email with an attached PDF stating preceptor that he/she should save for future use in all precepted courses.
- If students are using the same preceptor for their entire degree, they will only need to receive approval once.

Graduation

Graduation eligibility requirements and audit information can be found in the [Academic Catalog](#) under Academic Policies and Procedures.

Latin Honors

The Latin honors program recognizes academic excellence achieved throughout the duration of a student's entire undergraduate career. Eligibility for the three categories of Latin Honors (summa cum laude, magna cum laude, and cum laude) is based on the cumulative grade point average for all course work at American Sentinel College.
Undergraduate students are recognized on their diploma, with the following honors levels:

Summa Cum Laude	3.9 and up
Magna Cum Laude	3.75-3.89
Cum Laude	3.5-3.74

Job Placement Disclaimer

The purpose of the degree programs offered is to extend the nature and range of careers available to its students. The college cannot guarantee job placement, advancement, or continued employment.

Posthumous Degrees or Diplomas

A posthumous degree or diploma may be awarded at the discretion of the CAO and the president.

Student Grievances and Concerns

The process for general student complaints and grievances is outlined on our public website: https://post.edu/about/student-satisfaction-and-performance/student-complaints/

American Sentinel students also have the opportunity to give feedback (both positive and negative) through a form on the student site (https://my.americansentinel.edu). Students can choose to remain anonymous or to provide their name and contact information and request follow up.

Special Cases-Several categories of grievances have their own specific policy and procedure with associated timelines. The following types of grievances will adhere to the established procedures outlined in the associated policy documents:

- Grade Appeal
- Satisfactory Academic Progress
- Student Code of Conduct Appeal
- Sexual Harassment

Contacts By Department

American Sentinel College offices will be closed New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day (fourth Monday in May), Juneteenth, the Fourth of July, Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November) and the Friday immediately following, Christmas Eve (December 24) and Christmas day (December 25).

Main Office

Phone: 1.800.729.2427
Local: 303.991.1575
Email:
asc-info@post.edu
Fax: 1.866.505.2450
Address: 800 Country Club Rd., P.O. Box 2540, Waterbury, CT 06723-2540

Admissions

Phone: 1.866.922.5690
Local: 303.223.0026
Email: asc-admissions@post.edu

Student Services

Phone: 1.866.877.0249
Local: 303.557.9830
Email: asc-services@post.edu

Registrar
Phone: 1.800.767.2427
Local: 303.557.2780
Email: asc-registraroffice@post.edu

Financial Aid

Phone: 1.866.922.5698
Local: 303.557.2792
Email: asc-financialaid@post.edu

Student Accounts

Phone: 1.800.829.2427
Local: 303.557.2788
Email: asc-studentaccounts@post.edu

Partner Engagement

Email: asc-partners@post.edu

Moodle Technical Support

Technical support is available during normal office hours. Outside of normal office hours, please submit a support ticket or call our third-party technical support provider:

Helpdesk Site
Phone: 1.610.927.4417